

1. Agency Position No.
NL09420.

2. Reason for Submission <input checked="" type="checkbox"/> New <input type="checkbox"/> Other		3. Service <input type="checkbox"/> Hdqtrs. <input checked="" type="checkbox"/> Field		4. Employing Office Location Orlando, FL		5. Duty Station Eglin AFB, FL		6. Subject Certification No.			
Explanation (Show any positions replaced)		7. Fair Labor Standards Act <input checked="" type="checkbox"/> Exempt <input type="checkbox"/> Nonexempt		8. Financial Statements Required <input type="checkbox"/> Executive Personnel Financial Disclosure <input checked="" type="checkbox"/> Employment and Financial Interests		9. Subject to IA Action <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		10. Competitive Level Code 13-75			
		10. Position Status <input checked="" type="checkbox"/> Competitive <input type="checkbox"/> Excepted (Specify in Remarks) <input type="checkbox"/> SES (Gen.) <input type="checkbox"/> SES (CR)		11. Position Is: <input type="checkbox"/> Supervisory <input type="checkbox"/> Managerial <input checked="" type="checkbox"/> Neither		12. Sensitivity <input type="checkbox"/> 1- Non-Sensitive <input type="checkbox"/> 3- Critical Sensitive <input checked="" type="checkbox"/> 2- Noncritical Sensitive <input type="checkbox"/> 4- Special Sensitive		14. Agency Use			
		15. Classified/Graded by		Official Title of Position		Pay Plan		Occupational Code		Grade	
a. U.S. Office of Personnel Management											
b. Department, Agency or Establishment											
c. Second Level Review											
d. First Level Review		Project Director		GS		301		13		NS	
e. Recommended by Supervisor or Initiating Office		Project Director		GS		301		13		NS	
16. Organizational Title of Position (if different from official title)						17. Name of Employee (if vacant, specify)					
18. Department, Agency, or Establishment Department of the Army (DA)						c. Third Subdivision PM Inst, Targets & Threat Simulators (I)					
a. First Subdivision U. S. Army Materiel Command (AMC)						d. Fourth Subdivision ASST. Dir. for Mgt. & Insp. (ASST)					
b. Second Subdivision Sim, Tng, Inst Command (STRICOM)						e. Fifth Subdivision					
or Employee Review—This is an accurate statement of the major duties and responsibilities of my position.						Signature of Employee (optional)					
20. Supervisory Certification. I certify that this is an accurate statement of the major duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Government functions for which I am responsible. This certification is made with the						knowledge that this information is to be used for statutory purposes relating to appointment and payment of public funds, and that false or misleading statements may constitute violation of such statutes or their implementing regulations.					
a. Typed Name and Title of Immediate Supervisor Henry Jehan, DPM ITTS						b. Typed Name and Title of Higher-Level Supervisor or Manager (optional)					
Signature			Date 6 Jan 75			Signature			Date		
21. Classification/Job Grading Certification. I certify that this position has been classified/graded as required by Title 5, U.S. Code, in conformance with standards published by the U.S. Office of Personnel Management or, if no published standards are available, consistently with the most applicable published standards.						22. Position Classification Standards Used in Classifying/Grading Position US OPM PCS, Admin Anal GEG 8/90. US OPM PCS, GS-343, Mgmt/Prog Anal Ser, 8/90. US OPM PCS, GS-301, Misc Admin/Prog Ser, 1/79.					
Typed Name and Title of Official Taking Action Nancy Spurlin, Personnel Mgmt Specialist						Information for Employees. The standards, and information on their application are available in the personnel office. The classification of the position may be reviewed and corrected by the agency or the U.S. Office of Personnel Management. Information on classification/job grading appeals, and complaints on exemption from FLISA, is available from the personnel office or the U.S. Office of Personnel Management.					
Signature Nancy Spurlin			Date 6 Jan 75			INITIALS			DATE		
23. Position Review						INITIALS					
a. Employee (optional)											
b. Supervisor											
c. Classifier											

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age remarks
tionPosition is at the full performance level.

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BUS: 7777

Introduction:

Incumbent serves as the Army representative and Deputy Program Manager for the Next Generation Target Control System (NGTCS) Program. Responsible for, and delegated commensurate authority, for the incumbent to participate in the effective supervision, planning and control over all staff functions of the program management office. In the absence of the Program Manager, incumbent serves as the Acting Program Manager and assumes full technical and administrative responsibility for operations of the program.

Major Duties:

1. In coordination with the Program Manager participates in the total life cycle management of the NGTCS, responsible for developing, establishing, implementing, and controlling contractual, financial, and technical aspects of the program through all phases of the system acquisition cycle. Plans the management and acquisition strategy and is responsible for managing and concluding actions required to execute the specified goals of the assigned high-risk program. **25%**
2. Evaluates pertinent program and mission requirements to establish detailed objectives and to integrate these activities with other programs and functional elements within the program office, support organizations, outside agencies, and industrial concerns participating in the effort. **20%**
3. Implements plans by preparing and reviewing program documents such as detailed acquisition plans, development and production schedules, engineering change proposals, design studies, etc. **20%**
4. Directs and monitors contractor activities to assure progress on cost, schedule, performance, and/or supportability criteria as relevant to assigned responsibilities. Analyzes management concerns and identifies critical problem areas for further study and evaluation. Develops problem analysis, determines method of solution, and guides the resolution in coordination with other program participants. **20%**
5. Defends the program position at program reviews, conferences, and other functions. Provides higher level management with status and decision information on assigned program. Presents complete program recommendations, redirection justifications, or other critical program information to higher organizational levels. **15%**

Performs other duties as assigned.

Factor 1. Knowledge required by the Position

In-depth knowledge of the principles, policies, and practices of systems acquisition and program management to plan, organize, and manage critical aspects of the development, production, and/or

deployment of complex systems, subsystems and equipment.

Knowledge of the activities and purpose of functional support personnel and ability to coordinate such aspects of systems acquisition as engineering, procurement, program control, configuration, test, manufacturing, and integrated logistics support in order to effectively implement program direction.

Knowledge of business and industry management, procurement procedures, and production practices in order to evaluate contractor proposals and activities.

Ability to gather and analyze a variety of program information, make sound judgments concerning program progress, and effectively communicate recommendations orally and in writing to higher organizational management.

FACTOR 2. Supervisory Controls

Day to day immediate supervision is provided by the Program Manager NGTCS who assigns tasks and provides general guidance concerning objectives, schedules, and priorities. The incumbent plans immediate program tasks, carries out assignments, resolves most conflicts, and coordinates the work of others as required. He/she is expected to determine methods and approaches used in problem resolution. Technical and managerial decisions are accepted as responsible and authoritative. Authority and responsibility for day to day decisions and activities, allocation of resources, intermediate and short range plans, and the resolution of immediate problems are delegated to the incumbent.

FACTOR 3. Guidelines

DoD, DA, AF, AFSC, AFLA, and ASD regulations, policies, and guidelines cover many facets of system development and acquisition. The incumbent must adapt these guidelines and precedent applications to specific program requirements. Judgments must be made when program constraints and peculiarities preclude following established policies and procedures.

FACTOR 4. Complexity

The work involves innovative application of systems technology and management principles to identify critical problems and assure program accomplishment through the various phases of the acquisition cycle. Each phase differs in objectives, management controls, administrative procedures, and participating agencies. The incumbent plans, analyzes, and integrates technological concerns and management demands to resolve critical difficulties. The technical complexity of the assignment results from the requirement to apply engineering principles to development programs which advance the state of the art in systems technology. Direct leadership is crucial in motivating government and contractor personnel at many levels with frequently conflicting interests. Assigned programs/projects are

characterized by unusual factors and pressures which create a management situation resulting in a substantial element of uncertainty and risk as to the foreseeable outcome of acquisition efforts. Vital aspects of the program require the development of new approaches to problems and the pursuit of alternative courses of action. Program complexities call for frequent reprogramming and readjustment of schedules, funds, and the activities of program participants.

Factor 5. Scope and Effect

The incumbent's actions and decisions have a direct impact on the cost, schedule, performance, and supportability of systems, subsystems, and/or equipment managed. Alternative management approaches developed affect the efficiency of methods and procedures used in industry and other DoD activities.

Factor 6. Personal Contacts

Interacts with Army, Navy and Air Force personnel to include program and functional area specialists within MSD and PM ITTS; senior managers at higher headquarters; managers and professionals from other agencies including DA, NAVAIR, OSD, and contractor organizations; representatives from user and support organizations, such as AFOTEC, ATC, AFLC, ANG, ACC, SAC, WSMR, NAWCWPNS, OUSD(AST), and DT&E/TFR;

Factor 7. Purpose of Contacts

Contacts are to initiate action, resolve problems, and report program progress to management and technical levels with the organization. Motivation and persuasion are often required to achieve agreement among diverse program participants with differing objectives or views. Difficult negotiations with contractor representatives are required to assure program requirements at minimum impact to cost, schedule, performance, or supportability. The incumbent must defend or justify critical program decisions to higher levels of management as appropriate.

Factor 8. Physical Demands

The work is mostly sedentary, although there may be some walking, bending, and climbing associated with on-site inspections.

Factor 9. Work Environment

The work is primarily performed in an office setting. Some work may be performed at industrial and manufacturing facilities, field sites, and test ranges. Frequent travel by commercial and military aircraft under conditions described in the DoD Joint Travel Regulations may be required.

NON-CRITICAL ACQUISITION POSITION AMENDMENT TO PD# 09420

"The employee must meet DoD 5000.52-M requirements applicable to the duties of the position."